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*05 file*  
*Specified March 24/47 re*  
*attached*  
*Security Agreement*  
Special Security Instructions for Personnel Assigned to  
or Attached for Duty with the Central Intelligence Group

Regulations for the safeguarding of classified material applicable to all personnel in the service of the government have been issued separately. The following explanations and instructions supplement such regulations with respect to the Central Intelligence Group and its activities.

The activation of the Central Intelligence Group has been announced in the public press. Its existence is known to all foreign governments of the world as well as to all of our own people. It has been announced that the Central Intelligence Group will act as the directing and coordinating agency for the National Intelligence Authority on all intelligence activities of our government. It is, in fact, the heart of our intelligence effort. As such, the Central Intelligence Group becomes the Number One intelligence target of foreign powers and the Number One security problem for this nation.

It is accepted as fact that attempts will be made by foreign governments to penetrate the Central Intelligence Group. The activities of the Central Intelligence Group require constant handling of classified matters whose unauthorized disclosure would cause exceptionally grave damage to the nation. It is imperative that the highest degree of security be maintained to prevent either unauthorized disclosure of classified material or penetration of Central Intelligence activities by any other means.

The security attained for Central Intelligence depends entirely upon the individual members of this organization. It is absolutely essential that each member be of excellent character and be one whose trustworthiness, discretion, integrity and loyalty are unquestioned. You, as an individual member of this organization, have been found qualified in accordance with the above cited standards and in the course of your duties with Central Intelligence you will be entrusted with information affecting the national security. It is your responsibility to assure that no information is disclosed concerning Central Intelligence and its activities, either in-

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advertently or otherwise, that could be used to the injury of the United States.

Security is simply a matter of good security habits -- habits of discretion and care which have become second nature through constant usage. Insecurity results from bad security habits. A considered indiscretion would be treachery, not insecurity. It is the responsibility of each individual to acquire through self-training, security habits that will assure the security of Central Intelligence at all times.

The most secure person is the one who does not seek or want to know anything which is not necessary to the performance of his duties. This is not easy, because the most important secret items naturally arouse the most curiosity. What you don't know, won't hurt you, nor will it hurt the work of this or other intelligence agencies. If you do know something which does not concern you, it becomes a burden to you and an additional possibility of danger to others.

The first rule of security is a knowledge of security requirements in personal matters as well as office routine. The following matters are especially important and must be constantly kept in mind:

a. Oral discussions of classified information, either public or private, in the presence or hearing of any persons not authorized to have knowledge thereof, is strictly forbidden. There must be no discussion of Central Intelligence or its activity outside of the office except in the performance of official duties. It is difficult to remember at all times what knowledge is classified or of importance to a foreign government. Small bits of seemingly harmless information may provide a potential enemy with the missing link in a larger pattern which will result in injury to the United States. Do not be led into a discussion of your work or of the personality and activity of any other person in the organization. This applies to members of your family and to all others with whom you associate in your personal life. It is not implied that members of your family are not trustworthy but is merely adhering to the policy of restricting information concerning the national security

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to those who have official need for it. Your family will understand the need for this precaution and it is necessary to allow your friends and acquaintances to think what they will. Let them think that your work is not important. Personal vanity has no place in this type of work. Special care will be necessary in conversations with former associates with whom you may have served on intelligence or other military or non-military assignments. Even though known to you to be entirely trustworthy, unless it is necessary in the performance of your duties, Central Intelligence matters must not be discussed with them. Every additional person gaining knowledge of such matters increases the danger of compromise which can be disastrous.

b. The habit of security in conversations must be carried on within the office. Casual discussions of office subjects with other members must be wholly discouraged. Remember your work and plans should be discussed only with those who have a legitimate interest in them. When it is necessary to either obtain information, coordinate or discuss official matters with others, disclose only such information as is necessary to attain your objective.

c. Telephone security is essential. Discussions of TOP SECRET and Secret information on the telephone is strictly prohibited. The presumption must be that every telephone conversation is being overheard by unauthorized persons. No telephone lines can be made completely secure, not even those carrying inter-office calls.

d. Document security is of prime importance. Special attention must be given to the following:

(1) TOP SECRET, Secret and Confidential documents shall be stored in a 3-combination safe. Such documents (including stenographic notes, carbon and stencils which concern TOP, Secret or Confidential matters) shall not be put in locked desks, locked filing cabinets or any other substitute.

(2) Rooms should not be left empty at lunch time or any other

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time during the working day. If such a situation is unavoidable, lock up all classified material in your safe and lock the doors into the corridor. Documents classified above Restricted must never be left alone except in a locked safe.

(3) Never allow an unauthorized person to read papers upon which you may be working. The habit of turning them face down on your desk when others are present is a good one.

(4) At the close of business each day, remove from your person all notebooks, reference papers or other material concerning classified projects and place such matter in a safe. Classified material must not be taken home at night. Night work should be done in the office where this material can be fully protected.

(5) Waste matter is a means by which classified information may escape unless it is handled with extreme care. All classified waste, i.e. draft copies, used carbon sheets and stenographic notes of classified material, including Restricted, must be shredded and placed in only the trash baskets marked "SECRET".

(6) When carrying or working with classified papers outside of the office they must be kept in your personal possession at all times. They must never be left unattended, in an office which you may be visiting nor in an automobile even though it is locked and, of course, never in a check-room or other public room. The only safe rule is to keep such matters in your own hand until they can be returned to your office safe.

The foregoing touches on some of the very obvious security precautions that must be observed by all individuals serving with the Central Intelligence Group. Army Regulations No. 380-5 (6 March 1946) and Article 76, U. S. Navy Regulations, 1920, as amended, contain detailed regulations for the safe-guarding of information affecting the National Security. The provisions of the cited regulations, which are the same in substance, are applicable to the Central Intelligence Group and will govern security procedures therein.

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Upon entering on duty with the Central Intelligence Group and once within every six months period thereafter, the Security Officer of the Central Intelligence Group will furnish each member with a copy of the applicable regulation which the individual will read and indicate understanding of its provision by signing a statement to that effect.

Questions as to security procedures will be taken up with the Security Officer, Administrative Section, Central Intelligence Group and any security violations or suspicious circumstances will be reported to the Security Officer immediately.

These Special Security Instructions for C.I.G. are for the purpose of drawing attention to the importance to national security of the information which will be entrusted to you in the Central Intelligence Group, and to the grave responsibility which is yours to prevent loss, compromise or misuse of the information in any way that would result in injury to the United States.

It is for the further purpose of placing you on the alert for any attempts to penetrate Central Intelligence which will almost certainly be done in a most insidious fashion so that you will least suspect it. Therefore, it is your duty to observe security regulations to the letter and to exercise extreme care in everyday routine and conversation where danger is least apparent.

Each individual on duty with the Central Intelligence Group will read the provisions of the Espionage Act relating to the unlawful disclosure of information affecting the national defense and execute a secrecy agreement which will be administered by the Security Officer of the Central Intelligence Group.

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